

**9-221. Certificate of service.**

*[For use with Magistrate Court Rules 6-209, 6-210 and 6-211 NMRA  
Metropolitan Court Rules 7-209, 7-210 and 7-211 NMRA and  
Municipal Court Rules 8-208, 8-209, 8-210 NMRA]*

**CERTIFICATE OF SERVICE**

I hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ this notice was

[mailed by United States first class mail, postage prepaid, and addressed to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State

and zip code: \_\_\_\_\_]

[faxed by \_\_\_\_\_ (*name of person who faxed document*) to  
\_\_\_\_\_ (*name of recipient*). The transmission was reported as complete  
and without error. The time and date of the transmission was \_\_\_\_\_ (a.m) (p.m) on  
\_\_\_\_\_ (*date*).]

[e-mailed to \_\_\_\_\_ (*name of party or attorney*) at \_\_\_\_\_  
(*electronic mail address of recipient*) which is on file with the clerk of the Supreme Court  
for service by electronic mail. The transmission was successful. The time and date of the  
transmission was \_\_\_\_\_ (p.m) (a.m) on \_\_\_\_\_ (*date*).]

[delivered to \_\_\_\_\_. (*Specify how service by delivery was made.*  
*See Use Note 1 for the methods service may be made using this alternative*)

\_\_\_\_\_.]

\_\_\_\_\_  
Signature of attorney

\_\_\_\_\_  
Date of signature

*If this notice was served by a person  
other than an attorney, the following  
must also be completed and filed with the court:*

### **AFFIDAVIT OF SERVICE**

I declare under penalty of perjury that a copy of this paper was served by [mail] [fax]  
[electronic transmission] as described above on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of person who made service

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title

### **USE NOTE**

This form may be used in the magistrate and metropolitan court to prepare a certificate or affidavit of service. Only the applicable parts should be used. If a paper is served by an attorney, a certificate of service is attached to the paper filed with the court. If a paper is served by any other party, an affidavit of service must be attached to the paper. *See* Rules 6-209, 7-209 and 8-208 NMRA for service of papers after the citation or complaint.

[Approved, effective May 1, 2002.]